



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 047-20

Procedure Update: **ADMINISTRATION OF NAVY WIDE ADVANCEMENT EXAMS (NWAE)
CYCLES 248 (AD/FTS) AND 107 (SELRES)**

Release Date: 08/25/2020 Effective Date: Immediately

BLUF: NAVADMIN 222/20 provides the policy and procedures on how to administer NWAEs Cycle 248 Active Duty/Full-Time Support (AD/FTS) and Cycle 107 Selected Reserve (SELRES).

DISCUSSION: 1. Administration windows for Cycle 248 AD and FTS E-6 exams will take place from 1 through 16 Sep 2020 and E-5 exams will take place from 17 through 30 Sep 2020. Within EAW the close date for E-6 will be set at 10 Sep 2020 and for E-5 the close date will be set at 24 Sep 2020. EAWs should be completed before these dates. If you must deviate from the E-6 and E-5 administration windows, but still plan to administer an exam within the month of September, you must request and receive permission from PERS-803 prior to the deviated administration. If approved, you must use the regular administration NWAE. Do not forget to change the EAW exam date to the actual date of exam administration. If Cycle 248 NWAE is administered outside the month of September, a substitute exam must be requested and administered. Do not forget to change the EAW exam date to the substitute exam date.

2. Cycle 107 SELRES E-5 and E-6 and E-4 PRISE-R exam administrations will occur from 1 Sep through 31 Oct 2020. Every effort should be made to spread the administration of the exams evenly throughout the two-month period in order to minimize the number of exam-takers at any one administration to ensure maximum social distancing. For Cycle 107 EAW, the close date will be set at 31 Oct 2020.

3. Following the administration of exams, it is critical that answer sheet packages are mailed expeditiously. Do not hold answer sheets until the end of the testing window.

4. E-3 Sailors eligible to take the Fall E-4 Cycle 248 or Cycle 107 exam will be given the opportunity for advancement using the same alternative Final Multiple Score (FMS) process that was utilized for Spring 2020 Cycle 247 E-4 candidates. The success of this process will be dependent upon the accurate and timely completion of E-4 EAWs to establish advancement cycle participation. AD/FTS Cycle 248 E-4 EAWs must be completed by 25 Sep 2020. SELRES Cycle 107 E-4 EAWs must be completed by 30 Sep 2020.

WHAT THIS MEANS TO YOU: It is critical that Cycle 248 and Cycle 107 NWAEs are administered in accordance with NAVADMIN 222/20. It is also critical to validate and finalize EAWs as eligible or ineligible since EAW data will be used instead of exam answer sheets to create E-4 candidate records for advancement determination. Complete your EAWs no later than the dates announced. Every effort should be made to ensure appropriate COVID-19 mitigation measures are in place.

******Disseminate to all tenant commands and CPPAs within your AOR******

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